



National Provider Identifier

**Attention: All Providers****Reporting the NPI via Automated Update**

As an alternative to completing the Division of Medical Assistance (DMA) collection form, providers can now report NPI information by completing either a spreadsheet or flat file. Upon completion, NPI information will be automatically updated on the N.C. Medicaid provider database. This file will provide a more efficient mechanism for providers to notify DMA of their NPIs and to expedite the update of the provider database. Instructions for completing the spreadsheet or flat file are located on the DMA Website: <http://www.dhhs.state.nc.us/dma/NPI.htm>.

The following information is required when submitting this spreadsheet or flat file:

- Indicator- either (G) for Group Provider or (I) for Individual Provider
- NPI(s)
- Medicaid provider number(s)
- Organization name (if group)
- Provider Name (if individual)
- Physical address
- Accounting address
- Taxonomy code(s) (up to 15)
- Submitter name
- Submitter phone Number
- Submitter e-mail address

Providers must use all capital characters when completing the spreadsheet. Complete a separate row to report the NPI and taxonomy for each Medicaid provider number. Organizational and individual names must exactly match how they are currently listed in the Medicaid database. Otherwise, updates will not take place. Providers should verify names on a current Remittance and Status Report (RA).

Upon completion, the spreadsheet or flat file text file must be e-mailed to: [NCSUBMITNPI@EDS.COM](mailto:NCSUBMITNPI@EDS.COM). An automated e-mail confirmation will be sent to providers upon receipt to confirm that the file was received.

The NPPES certification letter or email for each NPI must still be submitted to the DMA. Send the NPPES certifications as follows:

Please <b>Mail</b> to: DMA Provider Services Attention: NPI Form 2501 Mail Service Center Raleigh, NC 27699-2501	Please <b>Fax</b> to: (919) 715-7140	Please <b>E-mail</b> to: <a href="mailto:npi.dma@ncmail.net">npi.dma@ncmail.net</a>
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***NPI – Get it! Share It! Use It! Getting one is free – Not having one can be costly!***

**EDS, 1-800-688-6696 or 919-851-8888**